



One Watershed One Plan

Bylaws of the
CANNON RIVER WATERSHED – ONE WATERSHED, ONE PLAN (1W1P)
Policy Committee

Partnership Members:

The counties of Dakota, Goodhue, Le Sueur, Rice, Steele and Waseca (counties), by and through their respective County Board of Commissioners, and the Dakota, Goodhue, Le Sueur, Rice, Steele and Waseca Soil and Water Conservation Districts (SWCDs), by and through their respective Soil and Water Conservation District Board of Supervisors, and the Belle Creek Watershed District (WD) and the North Cannon River Watershed Management Organization (WMO) by and through their Board of Managers

ADOPTED
March 1, 2017

These bylaws establish rules governing the conduct of business by the Policy Committee of the Cannon River Watershed 1W1P, hereafter referred to as Policy Committee. Adopted on March 1, 2017.

ARTICLE I: PURPOSE

1. The purpose of the Policy Committee is to recognize the importance of partnerships to plan and implement protection and restoration efforts and to review recommendations of the Advisory Committee and make final decisions about the content of the plan pertaining to that area within the Cannon River Watershed planning area.
2. The Policy Committee operates under a Memorandum of Agreement. The Member local units of government are Dakota County, Dakota County Soil and Water Conservation District, Goodhue County, Goodhue Soil and Water Conservation District, Le Sueur County, Le Sueur County Soil and Water Conservation District, Rice County, Rice Soil and Water Conservation District, Steele County, Steele County Soil and Water Conservation District, Waseca County, Waseca Soil and Water Conservation District, North Cannon River Watershed Management Organization, and Belle Creek Watershed District.
3. The Policy Committee will facilitate the approval and adoption of the final Cannon River Watershed 1W1P by their respective local government unit boards.

ARTICLE II: MEMBERSHIP PROVISIONS

1. The membership of the Policy Committee shall be comprised of up to 14 members with membership composed of one (1) County Commissioner from each County, one (1) Soil and Water Conservation District Supervisor from each County, (1) Manager from the Watershed District, and (1) Manager from the Watershed Management Organization with the respective individual representatives designated by the governing board of each member local unit of government.
2. Members of the Policy Committee shall be appointed for a minimum of a one year term to run concurrently with each Policy Committee member's term on his/her respective board. Members may be reappointed by their respective board of that local unit of government.
3. Existence of the Policy Committee shall continue until December 31, 2019 or until the Memorandum of Agreement is terminated.
4. An alternate member may be appointed by the respective board of the respective local unit of government. Only in the absence of the particular Policy Committee member for whom the alternate member was appointed is the alternate member given voting responsibility on behalf of the absent Policy Committee member.
5. In the event that a member of the Policy Committee resigns or is otherwise unable to complete his or her term on the Policy Committee, the Policy Committee will advise the appointing authority of the vacancy as soon as practicable and the vacancy will be filled according to the requirements of the respective local unit of government.

6. The Policy Committee shall not take action that may materially benefit the financial interest of a Policy Committee member, a member's family member, or a member's close associate, unless interest first is disclosed for the record. The interested Policy Committee member may be present to answer questions related to that interest, but may not advocate for or vote on the action. If a Policy Committee member concludes that his or her interest does not create a conflict, but that there may be an appearance of a conflict, he or she shall disclose the interest for the record before participating in discussion or voting on an action.

ARTICLE III: OFFICERS

1. The Officers of the Policy Committee shall consist of a chairperson, vice chairperson, and a secretary elected by members of the Policy Committee at their first meeting on March 1, 2017.
 - a. The chairperson shall:
 - i. Serve as chairperson for all meetings; and
 - ii. Sign and deliver in the name of the Cannon River Watershed 1W1P any correspondence pertaining to the business of the Cannon River 1W1P.
 - b. The vice chairperson shall:
 - i. Discharge the chairperson's duties in the event of the absence or disability of the chairperson.
 - c. The secretary shall (under the assistance of the day-to-day contact; Dakota County Soil and Water Conservation District):
 - i. Maintain records of the Policy Committee;
 - ii. Certify records and proceedings of the Policy Committee;
 - iii. Ensure that minutes of all Policy Committee meetings are recorded and made available in a timely manner to the Policy Committee, and maintain a file of all approved minutes including corrections and changes;
 - iv. Provide for proper public notice of all meetings; and
 - v. The secretary may delegate a representative to record the minutes and perform other duties of the secretary. The elected secretary will sign the official minutes of all meetings following approval by the Policy Committee.
2. An Officer will serve until replaced by the election of a successor. No Policy Committee member may hold more than one office at a time.
3. In the event that an officer cannot complete his or her term of office, the Policy Committee shall immediately elect from among its members an individual who will complete the unexpired portion of the term. The individual designated to complete the unexpired term of another officer may not already be serving as an officer of the Policy Committee. Upon completion of the unexpired term, the Policy Committee shall elect an officer to fill the new term, which may or may not be the individual elected to complete the preceding unexpired term.

4. The Policy Committee will request the respective local unit of government member to replace their representative member after the representative member misses two (2) consecutive meetings without notice to the Chairperson.

ARTICLE IV: MEETINGS

1. All meetings of the Policy Committee will comply with statutes and rules requiring open and public meetings.
2. The conduct of all meetings of the Policy Committee shall be generally governed by the most recent edition of Robert's Rules of Parliamentary Law.
3. A quorum of the Policy Committee shall consist of a simple majority of the members. A quorum shall consist of 50 percent plus one of the total membership (8 members).
4. All votes by Policy Committee members or alternate member as provided in Article II.4 shall be made in person.
5. Notice of Policy Committee meetings and a proposed agenda shall be mailed to all Policy Committee members not less than five (5) days prior to the scheduled meeting date of the Policy Committee.
6. The minutes of any meeting shall be made available to all Policy Committee members prior to the next meeting.

ARTICLE V – VOTING

1. A motion or resolution shall be approved by a favorable vote of a simple majority of the members present, provided enough members are present to make a quorum.
2. A supermajority vote of 75 percent of those members present shall be required for final plan submittal or changes to these By-laws or Memorandum of Agreement.

ARTICLE VI – COMPENSATION

1. Policy Committee members may be compensated for meetings and expenses incurred by the member local unit of government they represent according to the policies of the local unit of government.
2. Policy Committee members may not be compensated for meeting time and expenses using funds granted by the state for the purpose of developing the Cannon River Watershed 1W1P.

ARTICLE VII –ADVISORY COMMITTEE, PLANNING WORKGROUP, AND SUBCOMMITTEES

1. Advisory Committee. The purpose of the Advisory Committee is to routinely advise the Policy Committee on the content and development of the *One Watershed, One Plan*, on plan implementation, and on issues of policy and administration related to the plan.

- a. The Advisory Committee shall include members of the Planning Workgroup, stakeholders and representatives from Minnesota's principal water management or plan review state agencies, which include the Board of Water and Soil Resources, Department of Agriculture, Department of Health, Department of Natural Resources, and Pollution Control Agency. Each agency will designate a lead contact person from its agency to participate on the Advisory Committee. Additional agency or other persons may participate as Advisory Committee members depending on the desire of the Policy Committee or the needs of the Advisory Committee.
 - b. The Advisory Committee may form subcommittees to increase Advisory Committee effectiveness or to address specific topics or project areas. Each subcommittee shall report to the Advisory Committee.
2. Planning Workgroup. The Planning Workgroup shall formulate recommendations for consideration by the Advisory or Policy Committee regarding logistical and process decision-making in the plan development process, will advise the Advisory or Policy Committee on the plan and progress and on issues of policy and administration as related to the purpose, and will coordinate Policy Committee meetings.
 - a. The Planning Workgroup shall have one or more representatives from the member local government unit and BWSR Board Conservationist.
3. Subcommittees. The Policy Committee may appoint subcommittees for the purpose of assisting the Policy Committee in the performance of its duties. Except for a Policy Committee member appointed to a subcommittee, no other member of a subcommittee shall be able to make motions for consideration to the Policy Committee, or vote on matters put before the Policy Committee.

ARTICLE VIII: MEETING LOCATION

1. All regular meetings of the Policy Committee will be held at a Rice County Government Services Building. The Policy Committee, at its own discretion, may change the location.

ARTICLE IX: MISCELLANEOUS

1. Portions of these bylaws may be suspended temporarily by a two-thirds (2/3) majority vote of the Policy Committee members present.
2. Addition to, alteration, or repeal of any part of these bylaws by the Policy Committee may be made at any meeting provided that there is a thirty (30) days advance written notice of the proposed change and the change is approved by a super majority vote (75%) of the Policy Committee members present.
3. The Policy Committee's official records and the requirements of the BWSR grant agreement shall be maintained by the Day-to-Day Contact – Dakota County Soil and Water Conservation District (as agreed upon in the Memorandum of Agreement.) The maintenance and disposition of these records shall be in accordance with applicable laws.

4. The Policy Committee's fiscal agent for the purposes and requirements of the BWSR grant agreement shall be maintained by the Rice Soil and Water Conservation District (as agreed upon in the Memorandum of Agreement.) The maintenance and disposition of these records shall be in accordance with applicable laws.
5. All expenses incurred by the Policy Committee or its subcommittees must have prior approval of the Policy Committee and have an invoice submitted itemizing expenses for Policy Committee approval at their next meeting. All claims must be submitted within thirty (30) days after the month in which they were incurred.
6. These bylaws are intended to be consistent with applicable provisions of Minnesota Statutes Chapters 103B, 103C, and 103D. In all cases of omission or error, those statutes will govern.

ARTICLE X – CERTIFICATION

1. These By-laws were adopted by a vote of 12 ayes and 0 nays by the members of the Policy Committee on MARCH 1, 2017.

Galen Malachuk Rice Co
(Member signature & organization)

Keith Morgan Waseca SWCD
(Member signature & organization)

BRAD ARNER Goodhue Co.
(Member signature & organization)

St. J. Roffburg Le Sueur Co.
(Member signature & organization)

Mary & Bechm Goodhue Soil & Water
(Member signature & organization)

Jim Stark Le Sueur Co SWCD
(Member signature & organization)

Dan Hanson Steele SWCD
(Member signature & organization)

Carrie E. Jennings N. Cannon WMO
(Member signature & organization)

Jim Hale Belle Creek WMO
(Member signature & organization)

Walter Huff Rice SWCD
(Member signature & organization)

Kerim Chamberlain Dakota SWCD
(Member signature & organization)

Michael Park Dakota County
(Member signature & organization)

Bob Maynard Waseca Co
(Member signature & organization)

Rich Jones Steele County
(Member signature & organization)